

**Making Tax Digital for VAT: Application for additional time to put digital links in place**

Under Making Tax Digital for VAT (MTD), VAT registered entities with a taxable turnover above the VAT registration threshold are required to hold digital records and have a digital link where data is transferred or exchanged between component parts of MTD functional compatible software, as stipulated in legislation.

The requirement to have a digital link where data is transferred or exchanged becomes mandatory from either the 1 April 2020 or 1 October 2020 and this includes a soft landing period. Some businesses may be eligible to apply for a specific direction. If approved, this will support those businesses by granting additional time to upgrade their systems to become compliant with MTD.

Please note that cost alone is not a sufficient reason to grant businesses additional time. Businesses are expected to make every effort to comply with the MTD requirements for digital links by the end of their applicable soft landing period. A specific direction is only intended to be issued in exceptional circumstances. You must not stop working towards becoming MTD compliant because you have submitted a request for a specific direction. Further details regarding Making Tax Digital for VAT can be found in the [VAT Notice 700/22](https://www.gov.uk/government/publications/vat-notice-70022-making-tax-digital-for-vat/vat-notice-70022-making-tax-digital-for-vat),available on gov.uk.

**Please complete this form if you are requesting additional time to become compliant with the MTD requirement to have a digital link where data is transferred or exchanged.**

Please complete the questions in the reply sections on the following pages and provide any additional documents requested within the next 14 days. We will not be able to consider your application further until all questions are answered and all requested documents are provided.

If you have been allocated a Customer Compliance Manager (CCM), please email this form to your CCM. If you do not have a CCM, please send this form to the written enquiries team:

HM Revenue and Customs - VAT Written Enquiries Team via email [mtdspecificdirections@hmrc.gov.uk](mailto:mtdspecificdirections@hmrc.gov.uk)

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| **VAT REGISTRATION DETAILS** | | | | | | | | | | |
| Business Address | | | Enter full business address here | | | | | | | |
| Email Address | | | Enter email address here | | | | | | | |
| Telephone Number | | | Enter telephone number here | | | | | | | |
| VAT Registration Number  (All 9 digits required) |  |  | |  |  |  |  |  |  |  |
| If you are a CCM led business then state the name of your CCM below.  If you are unsure whether you have a CCM, please leave blank. | | | | | | | | | | |
| Enter CCM name here if applicable | | | | | | | | | | |

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| **DETAILS ABOUT YOUR SOFT LANDING PERIOD** |
| **Please specify the end date of your soft landing period. This will be 1 April 2020 or 1 October 2020.**  If you have not been notified of deferral until October, the end of your soft landing period will be 1 April 2020. |
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| The deadline for receipt of this form by HMRC is the end of your soft landing period. This will be either 1 April 2020 or 1 October 2020 depending on the end of your soft landing period.  **Please confirm if this form is being submitted in time.** |
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| **Reasons why you are applying for additional time to put digital links in place** |
| For additional time to be granted, it must be unachievable and not reasonable for the business to comply with the MTD requirements and have digital links by the end of the soft landing period.  What is unachievable and not reasonable?  What is unachievable and not reasonable will depend on the individual circumstances. However, the following examples may help you decide. This is not an exhaustive list.     * Where a component part of the business’s IT system is not capable of importing and exporting data from another part of the IT system and it is not possible to update or replace that non-compliant component (or supersede that part of the system) by the end of the soft landing period i.e. there are IT technical reasons or other circumstances particular to your business that make it unachievable to change or replace parts or all of your VAT system in the existing timescales. * Where a business is in the process of updating or replacing its IT system and the planned implementation date for the new IT system is not before the end of the soft landing period.     Please note that cost alone is not a sufficient reason to grant additional time to put digital links in place. Businesses are expected to make every effort to comply with the MTD requirements by the end of their applicable soft landing period. Additional time is only intended to be issued in exceptional circumstances.  **Please explain in your opinion why it is unachievable and not reasonable to comply with the MTD requirements and have digital links in place by the end of your soft landing period, i.e. why does commercially available software not meet the digital link requirement for your business in sufficient time?** |
| Click here to enter text |

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| **Have you submitted a map of your existing VAT systems?**  This is a diagrammatic representation of the flow of data between the different VAT systems. You can find an example of a system map in guidance [*link needed to VAT Notice showing system map examples*]. |
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| **Have you highlighted the exact areas in your system map where digital links are not achievable?** |
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| **Please provide a date *(DD MM YYYY)* for when the business will become wholly compliant with MTD.**   * HM Revenue & Customs will not ordinarily grant an extension of time beyond an additional year from the end of the soft landing period (April / October 2021) * HM Revenue & Customs may make enquiries during and after this period to establish progress with MTD compliance. |
| Click here to enter a date |

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| **Please provide a clear explanation and timetable for when and how the business will become fully MTD compliant by this date.** |
| Click here to enter text. |

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| **If HM Revenue & Customs decide to grant additional time, please provide an explanation of the controls you will put in place, during the direction period,** **to ensure any manually transferred data is moved accurately and without error.** |
| Click here to enter text |

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| **Declaration** |
| I declare that the information provided on this form is true to the best of my knowledge and belief. |
| **Signature** (*Required if form has been printed)* |
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| **Name of person completing this form** |
| Click here to enter text |
| **Status** *For example: Director. Sole Proprietor, Partner, Tax Manager, etc.* |
| Click to enter text |
| **Date of Application (*DD MM YYYY)*** |
| Click to enter a date |